



## JOB DESCRIPTION

Position Title: **Director**

Working Area: **Community Services**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

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### **Major Function**

Professional and managerial work responsible for the operation of the Community Services Department.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Develops, recommends, and implements operating policies, procedures and programs to the County Manager to affect the efficient and effective operation of the Community Services Department.

Provides direction to and supervises the activities of all divisions within the department, which include; County Probation, Prosecution Alternatives for Youth (PAY), Adult pre-Trial Diversion Program, Community Assistance, and Veteran Services.

Exercises final authority regarding hiring, performance evaluations, terminations, disciplinary and/or commendatory actions for assigned members of the Community Services Department.

Responds to citizens' complaints, researching problems and formulating solutions and responses. Advises County Manager as appropriate of relevant unsolved complaints.

Prepares and presents the Departments' annual budget and assures continued adherence to the parameters of the adopted budget.

Coordinates selected special projects as assigned by the County Manager. Prepares all necessary reports on departmental activities as required. Performs statistical analysis of Department activities. Develops immediate and long-range goals and activities to meet the needs of the department.

Conducts case review of cases assigned to various divisions of the department to ensure efficient and effective delivery of department services.

Performs other duties as assigned or as may be necessary.



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Page 2

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### **Minimum Qualifications**

Considerable knowledge of the criminal justice system and community services, as well as management practices of case management supervision. Considerable knowledge of the principles and practices of supervision and management techniques. Knowledge of the judicial process and documents required for court proceedings.

Ability to plan, organize, and direct effectively. Ability to communicate effectively, both orally and in writing with assigned staff, supervisors, elected officials and the general public. Ability to establish and maintain effective working relationships with a broad spectrum of personnel, within the County structure, in other governmental agencies and the general public. Ability to make presentations to a variety of groups and public officials.

Bachelor's Degree in Criminal Justice, Sociology, psychology, or a closely related field and four (4) years responsible professional experience in the area of criminal justice, probation management or judicial administration, two (2) years of which must have been in a responsible managerial position.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service classification.

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.